

Revised Feb 2011	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE NAPLES, ITALY U.S. JOB OPPORTUNITY ANNOUNCEMENT	
	Announcement No.:	EUR12-420258-AG
	Opening Date: 31 Aug 12	Closing Date: 13 Sept 12
	Position Title, PP-Series-Grade:	Secretary (O/A), GS-0318-05
	Salary Range:	\$27,431.00 - \$35,657.00
	Work Schedule:	Full-Time Permanent
	Location:	U.S. NAVSUPACT NAPLES, Operations Department, Naples, Italy
How to Apply	<p>Please read the Instructions by clicking on the following link, before submitting your application/resume: http://www.cnmc.navy.mil/navycni/groups/public/documents/cdn/cnicp_a279458.pdf</p> <p>This link above has been updated to provide detailed instructions on how to apply for US Local jobs. Applying for jobs is a personal responsibility and applicants need to ensure to submit a complete application package in order to receive proper consideration for employment.</p> <p>ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE CLOSING DATE OF THE ANNOUNCEMENT.</p>	
Who May Apply	<p>U.S. citizens (except for dual Italian/U.S. citizens) residing in the Naples/Gaeta commuting area who meet the following conditions:</p> <ul style="list-style-type: none"> • Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments. Click here for detailed information regarding this eligibility; or • Current DoD employees serving under career or career conditional appointments. 	
About the Job	<p>The incumbent receives calls and visitors to the Operations Officer (OPSO) and to the Assistant Operations Officer (AOPS); maintains the calendars for the OPSO/AOPS which includes scheduling appointments for the OPSO/ OPS; personally handles many requests for information and resolves or assists in resolving a variety of inquires made by NSA Naples employees, private industry, CNRE, officials of the Italian governments, etc. Assists visitors to the OPSO/AOPS in receiving proper information pertaining to their business. Reviews incoming correspondence to determine proper actions; prepares letters of appreciation and commendation and initiates directives for the department as needed and forwards to OPSO/AOPS for signature. Provides direction and guidance; ascertains that all necessary coordination of facts has been completed and is in accordance with established policy. Uses a wide range of computer software programs in the course of the job. Prepares briefs, data summaries and slides; edits material and rewrites drafts as necessary for clarity and corrects format and grammar. Develops reports, tracking systems, ticklers and databases. Initiates preparation of fitness reports and enlisted evaluations; arranges all travel for OPSO/AOPS.</p>	
OPM Qualification Requirements	<p><u>APPLICANTS MUST MEET EXPERIENCE OR EDUCATION REQUIREMENTS:</u></p> <p><u>EXPERIENCE:</u> One (1) year of specialized experience equivalent to at least the GS-04 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.</p> <p style="text-align: center;"><i>or</i></p> <p><u>EDUCATION:</u> Four (4) years successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite. <u>(Copy of transcripts must be attached to receive credit).</u></p> <p>Applicants are strongly encouraged to develop their resume in the USA Jobs system which allows you to print your completed resume – http://www.usajobs.opm.gov . Utilizing the USA Jobs resume builder to complete your resume will ensure that you are providing important information about your experience and education and will optimize your consideration for vacancies.</p>	
Job Conditions	<ol style="list-style-type: none"> 1. Selectee must be eligible to obtain and maintain a Security Clearance. Applicants are asked to specify on resume level of Security Clearance currently held. 2. A fully qualified typist is required. See conditions on Instructions for U.S. Citizen local Vacancy Announcements 	

Application Status	For inquiries concerning job application status please call HRO CML (081) 568-5409 or DSN 626-5409, Monday through Friday, 0900-1500, at least 15 days after the closing date of the announcement, providing the announcement number. Your inquiries will be responded to within 3 business days. Applicants will be notified only if selected. Please contact same number above for any inquiries regarding this vacancy announcement.
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